



FINAL PARISH COUNCIL MEETING, MINUTES

held in the Hub on Thursday 4th July 2019, 6.30pm

Parish Councillors Present:

Cllr. Tony Adams
Cllr Philip Everett
Cllr. Sylvia Holyoake
Cllr. Peter Mantle

Cllr Elaine Allsop
Cllr Barry Fiske (Chair)
Cllr Angela Ireland

Cllr. Malcolm Allsop (Vice Chair)
Cllr Patrick Hadingham
Cllr Ian Joynson

Clerk: Russell Reeve acting as substitute for Clare Male, whose apologies were accepted and to whom best wishes from Councillors were to be conveyed by the Chairman.

1. ATTENDANCE.

Apologies accepted from Cllr. Kim Claxton, who had also indicated to the Chairman that she needed to now resign due to her work commitments. Councillors present expressed appreciation of her work on behalf of residents and also wished to thank her for her input to the work of the council. Apologies also accepted from Cllr Martin Murrell (Broadland District Council - BDC) and Cllr Fran Whymark (Norfolk County Council - NCC; BDC).

2. DECLARATIONS OF INTEREST.

None.

3. MINUTES OF PREVIOUS MEETING.

The minutes of the meeting held on 6th June 2019 were AGREED as a true and correct record and signed by the Chair.

4. PUBLIC SPEAKING.

The Chair reported that crimes in the period were: 2 common assaults and one theft from a dwelling.

5. MATTERS ARISING FOR INFORMATION.

The Good Citizens Award certificate had been produced for Barry Gorbould, which would now be framed and presented to him later in the month, hopefully together with a small engraved glass trophy (cllr. Ireland sorting) This is to recognize that he opens and closes the church everyday, collects rubbish from around Wroxham Broad and is a helpful and friendly to all.

6. WHERRY GARDENS.

Cllrs Ireland, Adams, Johnson and Mantle, together with a BDC representative have a meeting scheduled with Hopkins Homes (Trevor Crane) on 9th July.

7. LIAISON WITH OTHER COUNCILS & OTHER BODIES.

Cllr M Allsop proposed that the intended meeting with Hoveton, Coltishall & Horstead Parish Councils be scheduled once the transport survey results were known. The Chairman was also keen to schedule a further regular liaison meeting with Hoveton PC when the HPC Chairman available. Probably being scheduled during August.

8. COMMUNICATIONS.

Emails – still needed to migrate the last two Councillors. Cllr M Allsop would support the two Councillors who still required assistance.

9. ACTION PLAN PROJECTS.

Clerk was scheduling projects over the next 4 years to account for further CIL and s106 income.

- 9.1 **Key Hills Wood** - Cllr Joynson reported that progress was now being made on plans for the planting of trees.
- 9.2 **Cemetery Extension** – Cllrs intended to further engage with interested parties on final design, including for now providing a roadway to access the site to help relieve traffic in Noble Crescent. Budget and timing of spend would be agreed at upcoming Finance Sub Cttee. A roadway is to be discussed with Trafford Estates. Planning approval for site was now being progressed. Aiming for works to commence in September. Cllr Mantle was thanked for his work on this project. CLLRS FISKE/MANTLE
Next Agenda. CLERK
- 9.3 **Cemetery Memorial Garden** - confirmed sculpture on order. Site visit to agree exact location for base to be arranged soon. Cllrs Allsop, Holyoake, Hadingham and Mantle would be sorting time capsule contents. CLLR M ALLSOP
- 9.4 **Southern Approach to Village** – Cllr Fiske reported no results to date received from Highways. CLLR FISKE
- 9.5 **Football Club Fixture Signage** – Awaiting Highways response. Next Meeting. CLLR M ALLSOP
- 9.6 **Footway Lighting** – Update received from Cllr Hadingham.
- 9.7 **Wherry Gardens Adoption** – Update received from Cllr Ireland.

10. PLANNING

Application for residential homes on the edge of the Windboats – WPC would like project to proceed, but with covenant that properties be targeted at over 55s.

34, The Avenue, extension application – no objection (as similar to others in area)

11. HIGHWAYS

Norfolk County Council Market Town Improvement Strategy – await results, due soon.
Inconsiderate parking in Nobel Crescent - hoping pressure reduced by cemetery plans.

12. VILLAGE SIGN AND BRANDING

Cllrs E Allsop, Ireland and Holyoake looking at ideas for design, and plan to organise voting for best option, before getting quotes. Will include wording 'capital of Norfolk Broads'. BA National Park signage to be incorporated with new village signs. Costs are approximately £6,000 excluding installation, proposed for the next financial year. Cllr E Allsop contacting designers and creators to speak to them about designs.

13. ROAD SAFETY

- 13.1 Cllr Everett wants WPC to explore having an ANPR camera. Cost would be around £7k. WPC keen to proceed, but also to seek contribution, including from other local councils. CLLRS M ALLSOP/EVERETT

- 13.2 Cllr Joynson had earlier contacted the Beat Manager to discuss use of SAM data. SNAP meeting on 19th July would now be a further opportunity to seek more effective police action taken, especially for Salhouse Road, where dangerous to cross from Wherry Gardens. Cllrs were also exploring other SAM sign design options.

14. RECREATION AND AMENITIES

- 14.1 New public spaces protection order signage was about to be ordered
 14.2. Deterioration of posts outside hub entrance – posts about to be stained.
 14.3. Insurance claims for AGP fence – no insurance claim needed – work contracted.
 14.4 ROSPA had undertaken a standard annual safety inspection in June – two medium risks identified in report (gate design and height of swing). Also, top wire on fence needs repairing, and some benches need attention.
 14.5 Noted discovery of gas cannisters – will mention at SNAP meeting and ask residents of Park Road to be vigilant. CLLR M ALLSOP
 14.6 Charles Close Street Signs – ongoing.
 14.7 Confirmed that Council now has insurance cover sought in relation to church yard.

15. FINANCIAL MATTERS

- 15.1. Reviewed this period's financial position:
 15.1.1. Noted total bank balances of £95,764.
 15.1.2. Receipts - noted receipts in the period of £350.
 15.1.3 Payments – approved as presented.

	£
Expenses – Clerk – Postage	6.21
Meeting Costs	68.85
Vodafone	45.58
North Walsham Signs	204.30
ROSPA	103.20
Training	243.00
Insurance	703.57
Salaries – June and July	4,594.21
Employee expenses/mileage	54.40
TOTAL AUTHORISED	£6023.32

- 15.1.4 Internal Audit for 2018/19. Clerk had met with the auditor to discuss the report. Recommendations made, including regarding having an overall DP Policy and for separating hospitality, subsistence policies and event running costs will be discussed at the Finance committee on 18th July.

16. ADMINISTRATION AND GOVERNANCE

- 16.1. General Power of Competence – RESOLVED to adopt. Confirmed that the Council meets the criteria for adoption: That the number of Councillors elected at the last election equals or exceeds two thirds of its total number of Councillors and that the Parish Clerk holds at least one of the sector specific qualifications and has passed the General Power of Competence module as part of the CiLCA qualification.
- 16.2. Standing Orders to be reviewed for next meeting. CLLR EVERETT
 16.3. Review and Approval of Operation Risk Assessment, next meeting. CLLR EVERETT
 16.4. Approval of the Investment Policy – next meeting. CLLR EVERETT
 16.5. Diocese letter received regarding the possible placement of a storage container on the Church Hall site. Cllr Mantle – next meeting.

17. CORRESPONDENCE

17.1 Noted that the Norfolk Broads Yacht Club have contacted their members asking them to slow down in the area.

17.2 Norfolk County Council – Norwich Western Link update received.

18. ITEMS FOR NEXT AGENDA

5th September 2019 at 6.30pm.

Report regarding contract for cleaning of bus shelters.

The Chairman RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature.

19. EMPLOYMENT.

Future employment needs of the Council discussed. Current posts to be reviewed.

CLLRS FISKE/EVERETT/CLERK

Signed.....
Cllr Allsop, Vice Chair

Dated.....

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